

 <p><b>U.S. Department of Transportation</b> Office of the Secretary of Transportation</p> <p style="text-align: center;"><b>REQUEST FOR PERSONAL PROPERTY ACQUISITION OR DISPOSAL</b></p>	<p>1. <input checked="" type="checkbox"/> Acquisition <input type="checkbox"/> Disposal</p>	<p>2. Date of Request</p>
<p>3. Requesting Office</p>	<p>4. Delivery Date Requested</p>	
	<p>5. Telephone No.</p>	<p>6. Routing Symbol</p>
<p>7. Deliver to (Name, Routing Symbol, Room No.)</p>		
<p>8. Description of Item(s) Requested / Disposed</p>	<p><b>Quantity Required</b></p>	<p><b>Code (See Box 9)</b></p>
<p>9. Acquisition:    I = Initial                      Disposal:    S = Serviceable                           R = Replacement                                      U = Unserviceable</p>		
<p>10. Justification of Need</p>		
<p>Authorized Requisitioner</p>		<p>15. Suggested Supply Source (<i>Name and Address</i>)</p>
<p>11. Signature</p>	<p>Date</p>	
<p>12. Personal Property</p> <p><input type="checkbox"/> Approval      Signature                      Date</p> <p><input checked="" type="checkbox"/> Disapproval</p>		
<p>13. Property Received</p> <p>Signature                                      Date</p>		<p>16. Appropriation Number</p>
<p>14. Property Posted</p> <p><input checked="" type="checkbox"/> Accountable                      By                      Date</p> <p><input type="checkbox"/> Non-Accountable                      BY                      Date</p>		<p>17. Modal Agency / Administration</p>

## INSTRUCTIONS

- Item 1. Acquisition / Disposal - Indicate by an "X".
- Item 2. Date of Request
- Item 3. Requesting Office
- Item 4. Requested Delivery Date
- Item 5. Telephone Number - Your number
- Item 6. Routing Symbol - Your routing symbol
- Item 7. Deliver to - Indicate name, address, room number and telephone number.
- Item 8. Item Description:
- a. Description of Item Required / Disposed
  - b. Quantity Requested
  - c. Code - see #9 for explanation
- Item 9. Codes:
- Acquisition - Indicate if item is initial / replacement  
I = initial  
R = Replacement
- Disposal - Indicate if items are serviceable / unserviceable  
S = Serviceable  
U = Unserviceable
- Item 10. Justification of Need - This entry must be completed for all requests. Use attached page if necessary.
- Item 11. Authorized Requisitioner - To be signed by Property Custodian or Division Chief.
- Item 12. Action Approval - The Property Management Officer will use this space to approve or disapprove the request. If disapproved, the Property Management Officer will indicate why.
- Item 13. Acknowledge Receipt - To be completed by the requisitioner upon receipt of requested item / or to be completed by Property Accounting Section upon receipt of returned item.
- Item 14. To be completed by the Property Accounting Section.
- Item 15. Suggested Sources - Indicate the name and address of at least one possible source of supply for the items requested.
- Item 16. To be completed by your Administrative Officer.
- Item 17. Your agency